

**SINGLE CORPORATE SERVICES**

**OCCUPTIONAL HEALTH AND WELLBEING**

<b>Job title:</b>	Occupational Health Nurse Advisor	<i>To be completed by HR  Job Reference Number</i>
<b>Reporting to:</b>	Senior Occupational Health Nurse Advisor	
<b>Accountable to:</b>	Service Lead – Occupational Health	
<b>Pay Band:</b>	6	

As part of the Single Corporate Service, this role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

**Job purpose**

- Deliver safe, effective and responsive Occupational Health services to staff across Isle of Wight NHS Trust and Portsmouth Hospitals NHS Trust as well as external clients as required.
- Manage day to day activities, ensuring adequate resource to cover clinical commitments for both internal and external workloads.
- Support to the team by developing skills and experience to maintain a high quality service.
- To promote and maintain a systematic, holistic approach to occupational health and wellbeing provision, its implementation and evaluation.
- To participate in identifying and maintaining a safe working environment and preventing ill health that may be associated with work.
- The post holder would be able to gain experience and contribute by participating in the management of the service alongside more senior staff. To contribute to an atmosphere conducive to learning, audit and the use of research based/best practice guidelines.

**Job summary**

- To deliver Occupational Health service across sites, ensuring high quality responsive services which meet the needs of the staff and clients, providing assurance on compliance with standards and performance against key performance indicators.

- To advise on matters relating to the clinical occupational health and wellbeing of people working within Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust and lead on appropriate programmes of work.
- Supporting trust-wide initiatives which support effective recovery from incidents and occupational exposure to challenging situations. This includes a requirement to engage relevant services, committees and forums to support the development of training and raise the profile of occupational health and wellbeing.
- Maintain and safeguard accurate confidential clinical records including the recording of clinical outcomes and observations, tests results, and the secure storage of patient identifiable information on the OH management system in accordance with Data Protection Act and Caldicott Principles, information governance and relevant legislation.
- Undertake assessments and provide health at work advice to managers and staff following a referral during their employment. To inform managers of the findings within the defined department timescales and in line with confidentiality and consent requirements.
- Support individuals in the workplace and support managers to promote health at work, protection of the employee's health at work, and supporting employees with specific needs.
- Respond to Management referrals by providing clear concise written reports advising on fitness to work, rehabilitation and phased return to work programmes, ensuring that appropriate information is provided regarding the Disability aspect of the Equality Act 2010 including advice on reasonable adjustments to the workplace. Where appropriate refer cases to other specialists when required i.e. Physiotherapy, Occupational Health Physician, staff psychology team as per OH protocol and procedure.

### Organisational Chart



Please refer to Consultation Document

### Specific Core Function

#### *General*

- Assess the need for, and undertake periodic health surveillance while maintaining a high standard of professional expertise and raise any areas of concern where appropriate.

- Support staff and managers and determine when further referral to external networks would be appropriate.
- Delivery of immunisation programmes
- Provide telephone advice to staff/managers on any Occupational Health concern, which may include self referrals, pre-employment health issues, fitness to work, blood and body fluid exposure incidents.
- Assist with the management of infection control issues including the contact tracing and screening of exposed staff according to the Trust Infection Control Policy.

### ***Clinical/Professional***

- Use skills to interpret results and take appropriate action in line with Department of Health guidelines, legislation and Trust policies.
- Ability to acknowledge limitations to own level of competence and exercise professional clinical judgment in complex clinical cases where the support of the OH Manager or Occupational Health Physician may be required; particularly for non-routine more complex issues.
- Advise staff and managers of the health and safety regulations, duties and responsibilities as appropriate working closely with the Trust's Health and Safety Team.
- Undertake complex individual travel health risk assessments whilst referencing UK DH and NaTHNaC guidance.
- In depth knowledge of prescribing frameworks, including written instructions and patient group directives (PGD). To ideally be a nurse independent prescriber or a willingness to undertake the course.
- To support colleagues in the co-ordination of projects relating to health and well-being promotion activities.
- To attend meetings as OH representative, where appropriate.
- To be fully aware of the workplace and its risks to health, visit areas as and when required and send appropriate reports to Managers.
- To participate in clinical audit.
- Promote and set high standards of clinical care and maintain the delivery of a quality service following policies, protocols, and guidelines. Implement the trust values ensuring they are embedded into everyday practice and evaluate their impact on the client's experience.
- Maintain a visible presence within the clinical area ensuring that the multidisciplinary team, always have access to advice from senior staff. Act as an effective professional role model and expert clinician.

- Conduct the full range of health assessments screening and medical assessments of fitness to work, implement, maintain, and participate in health surveillance programmes in accordance with COSHH/ Management at Work Regulations e.g., spirometry and audiometry.
- Act as an advocate for the OH service both within the NHS and to external clients and work autonomously within a framework of clinical governance clinical supervision and professional practice.
- Ensuring that accurate and timely Occupational Health clinical records are maintained, monitoring standards and taking corrective action as required.

### ***Management/Leadership***

- Ensure an effective service is provided to all clients (internal and external), the SLA reviewed and up to date in line with SEQOHS standards and activity reports provided quarterly.
- Manage an independent clinical caseload as required.
- Support HR and managers in the proactive management of absence identifying areas where referrals are ineffective, delayed or repeated unnecessarily.
- Have an overall view of the intensity of the workload and the experience of the staff and act to utilise the nursing establishment to ensure an effective safe service is provided.
- Be proactive in the prevention and management of complaints and when they occur investigate and respond in a timely manner. Use any learning to share widely with the multidisciplinary team and to improve service delivery.
- Responsible for the management of junior OH clinical staff performance and attendance in line with trust policies.

### **Research and Education**

#### ***Research***

- Develop a research culture within the nursing team to identify current knowledge and deliver evidence based care.
- Support local research teams, actively contribute to multidisciplinary audits, highlight areas for change and complete action plans for improvement

#### ***Education***

- Supervise and mentor junior practitioners, ensuring continuing professional development and clinical supervision is maintained by the team
- Ensure staff have an annual personal development review and set achievable objectives. Feed agreed development opportunities into department training plan and ensure there is a fair and equitable approach that is aligned to service delivery and succession planning.
- Support an environment that is conducive to learning and evidence-based practice.

### ***Communication and Working Relationships***

- To establish good personal and professional relationships across the trust and with all external clients including line managers and HR managers
- Proactively contribute to the development of occupational health standards and policies, develop and review protocols & procedures at operational level.
- Communicate highly sensitive and complex information with empathy ensuring that information is understood.
- Develop expertise in dealing with interpersonal conflict and be responsible for the resolution of any adverse situation/incidents.

## **Key Responsibilities**

### ***Communication and Working Relationships***

- The post holder will be providing and receiving complex, sensitive or contentious information.

### ***Analytical and Judgement***

- Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

### ***Planning and organising***

- Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

### ***Physical Skills***

- Dexterity to enable safe handling of Sharps, E.G venepuncture, vaccination.

### ***Policy and Service Development***

- The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

### ***Financial Management***

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

### ***Management/Leadership***

- The post holder is responsible for day-to-day management of junior staff within the Clinical Occupational Health Team. The post holder will deal with the initial stages of grievance and discipline; appraisal, acting as an interview panel member; supporting mandatory training compliance with their team. The post holder will support the senior OH nurse advisor in reviewing work performance and progress and the management relating to the allocation of work.

### **Information Resources**

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

### **Research and development**

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

### **Freedom to Act**

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

### **Physical effort**

- Some light manual handling may be required and ability to perform CPR in an emergency situation.

### **Mental effort**

- There is a frequent requirement for concentration where the work pattern is unpredictable.

### **Emotional Effort**

- Occasional exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

### **Working conditions**

- Exposure to unpleasant working conditions or hazards is rare.

### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How criteria will be assessed</b>
<b>Qualifications</b>	Registered Nurse on the NMC register  Evidence of relevant professional development  Post basic qualification at either diploma or degree level in Occupational Health	Nurse independent prescriber registered with the NMC, or willingness to undertake the qualification.  NEBOSH qualification  Relevant teaching qualification	

		Relevant health promotion qualification	
		Relevant management qualification	
<b>Experience</b>	<p>Substantial post registration experience in general nursing</p> <p>Occupational Health experience in an NHS or external setting.</p> <p>Supervision of junior staff</p> <p>Experience of coordinating clinics and service requirements</p>		
<b>Knowledge</b>	<p>Up to date knowledge of current clinical and professional issues including NHS /DH /HSE legislation</p> <p>Knowledge of evidence based practice</p> <p>Awareness of changes within the Occupational Health specialty</p> <p>Ability to assess clients presenting to Occupational Health, plan and provide specialist advice dependent upon their particular health care need and work related issues</p> <p>Experience of undertaking audit or nursing research</p> <p>Understanding of SEQOHS and NICE</p> <p>Clear and effective presentation skills to small and large groups</p> <p>Flexibility with working hours and place of work</p>	<p>HAV's trained</p> <p>Venepuncture skills</p> <p>Spirometry skills</p> <p>Audiometry skills</p>	

	Full UK driving License.  Corporate awareness		
--	---	--	--

**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.